



Request for Proposals

Professional Services for Accelerated Project Delivery Methods

October 2015

Revision 1: 10-9-15

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for technical measurement of **Accelerated Project Delivery Methods**. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at: <http://www.transportation.nebraska.gov/rfp/>

The intent of this Request for Proposals is to research and evaluate alternate delivery methods for highway project design and construction and determine if any of these methods are beneficial to project delivery in Nebraska. Included in this effort is gathering of public input with engineering and construction companies, as well as partner associations, cities, counties, and the public. It is not our intent to restrict firms that participate in this RFP from pursuing possible future APDM work from NDOR.

All consultants interested in doing work for the NDOR are strongly encouraged to review the NDOR's template [Standard Professional Services Agreement](#) and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. By submitting a proposal in response to this RFP, Consultant agrees to meet the substantive requirements of these documents. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an [Insurance Acord](#).

The NDOR is seeking proposals from consultants who wish to be considered to provide these services. This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the NDOR to do so.

SCOPE OF SERVICES

1. Overview of the work

NDOR presently uses design-bid-build to construct highway projects. NDOR is evaluating alternative project delivery methods such as design-build to potentially delivery transportation improvements to the public sooner than currently planned.

Consultant will research and evaluate alternate project delivery methods, and provide recommendations, guidance and support as NDOR evaluates whether and how to apply alternate methods.

Consultant Services will include, but not be limited to, the following tasks:

- Research Accelerated Project Delivery Methods (APDM) literature and best-practices: Consultant will research FHWA regulations and guidance. Consultant will seek out relevant input from AASHTO and NCHRP research and publications. Consultant will seek input from other state DOT's on the steps to implement APDM's, lessons learned, obstacles overcome and impacts to programs.
- Gather stakeholder and public input: Consultant will gather input from stakeholders including American Council of Engineering Companies, Association of General Contractors, the League of Nebraska Municipalities, Nebraska Association of County Officials, the general public and others using methods that could include workshops, meetings, mailers or surveys.
- Conduct impact analysis and recommendations: Consultant will review transportation circumstances in Nebraska, in programs, funding and budgets and make recommendations. Analysis will include lessons learned from the application of APDM by other state DOTs. Impact analysis will also consider impacts to the Nebraska transportation industry in contracting and to NDOR in project cost, time savings, quality, DOT satisfaction.
- Define required policy framework: Consultant will compare NDOR policies with other state DOT's that have implemented APDM and develop recommendations in products, materials, guidance, resources and organizational framework.
- Provide advisory services to the NDOR: Consultant will use specialized qualifications and experience to advise NDOR on the APDM process. Consultant will make recommendations to support NDOR in its decisions to apply APDM.

2. Knowledge and Experience

The selected consultant should provide a professional team with detailed knowledge and previous experience working with or assisting other contracting authorities in APDM.

3. Deliverables

The Consultant will provide a draft APDM report in electronic format (and paper if requested) for NDOR review and approval. The Consultant will then make appropriate changes and provide final copies of all submittals in an electronic format (and paper if requested). Consultant will provide other guidance and support as outlined in the scope of services to be developed after selection.

4. Schedule

It is anticipated that the APDM draft report be submitted to NDOR by mid to late January 2016, and the final report be submitted in March or April 2016. Advisory services would likely extend beyond the April time frame.

5. Future Phases

The selected consultant may be retained to perform subsequent phases to support the NDOR in outreach and developing of products, materials and guidance to apply APDM. This work could include preparation of agreements, contracts, procedures, manuals and specifications required to apply APDM. Also, future phases could include additional outreach to stakeholders, surveys, website development, and communication tools to support NDOR.

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for this work. The payment method for the contract may be Lump Sum, Cost Plus Fixed Fee, or Specific Rates of Compensation.

The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.

A minimum of three (3) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection is outlined below.

The NDOR will not hold a briefing. All project related information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information.

Interested consultants must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with the NDOR prior to the deadline identified in the Schedule of Activities. If necessary, a completed DR Form 497 should be submitted to: DOR.PDAnnualCertification@nebraska.gov.

Please submit the Drug-Free Workplace Policy separate from the response to this RFP ([Drug Free Workplace Policy Example](#)). The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal. While the "Drug-Free Workplace Policy" is not a submittal requirement, all consultants must have an acceptable "Drug-Free Workplace Policy" on file prior to the deadline identified in the Schedule of Activities. If necessary, the Consultant's Drug-Free Workplace Policy may be submitted to: DOR.PDAnnualCertification@nebraska.gov

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

Please do not call or write NDOR staff for information regarding the services in this RFP. Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: randy.eldorado@nebraska.gov or call (402)479-4778.

EVALUATION CRITERIA**Short List (100 pts)****1. Qualifications (50 pts)**

- a. Qualifications of the project manager and key team members to perform the services described in the Scope of Services.
- b. Qualifications and capability of key subconsultants to perform the services described in the Scope of Services.
- c. Consultant's knowledge and previous experience working with or assisting other contracting authorities in selecting and implementing Accelerated Project Delivery Methods.
- d. Applicability and relevance of comparable work provided by the Consultant.

2. Performance Data (20 pts)

- a. Review information obtained from Consultant's references for Consultant's performance with other states, local governments, or appropriate clients. (Consultant should include three (3) references in proposal, including contact information, that have directly been involved with similar services)

3. Approach to the Services and Schedule (30 pts)

- a. Consultant has demonstrated understanding of the key elements of the work, including potential issues/hurdles that may arise.
- b. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
- c. Consultant has included a basic schedule of events to complete the work.

Final Selection (100 pts)**1. Qualifications (40 pts)**

- a. Qualifications of the project manager and key team members to perform the services described in the Scope of Services.
- b. Qualifications and capability of key subconsultants to perform the services described in the Scope of Services.
- c. Consultant's knowledge and previous experience working with or assisting other contracting authorities in selecting and implementing Accelerated Project Delivery Methods.

2. Approach to the Project (30 pts)

- a. Consultant has demonstrated understanding of the key elements of the work, including potential issues/hurdles that may arise.
- b. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
- c. Consultant has included a basic schedule of events to complete the work.

3. Quality of Interview (30 pts)

- a. Consultant's interview was clear and concise.
- b. Consultant addressed evaluation factors adequately.
- c. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES

Schedule of Activities	Date	Time
RFP Posted	October 7 & 14	
Last Day Updates to RFP may be posted	October 14	5:00 PM
DR Form 497 on File at NDOR	October 21	5:00 PM
Drug-Free Workplace Policy at NDOR	October 21	5:00 PM
Proposals Due	October 21	5:00 PM
Post Short-List Consultants & Interview Schedule	October 26	5:00 PM
Interview	November 2	8am-noon
Post Final Selections	November 6	5:00 PM

SUBMITTAL OF PROPOSALS

***All information must be received by 5:00 p.m. on Wednesday, October 21, 2015.
No exceptions to this deadline will be given.***

Submittals are to include the following in the order given below:

1. Front cover to include the Consultant, subconsultants (if applicable), and number and title of the RFP.
2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.
4. A narrative responding to the established evaluation factors not to exceed five (5) pages.
5. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
6. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#) not to exceed six (6) pages for the Consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be stapled in the upper left corner. No 3-ring binders.

Five (5) copies of the submittal must be sent to the following:

Consultant Services Engineer
Nebraska Department of Roads
Planning and Project Development Division
1500 Highway 2, PO Box 94759
Lincoln NE
PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

An electronic PDF version of the Consultant's proposal must be included with the hard copy submittal or it can be emailed to brad.reid@nebraska.gov prior to the submittal deadline.

INTERVIEWS

The short-listed consultants will be notified by telephone of the interview date and time. Interviews will be capped at 20 minutes, followed by up to 10 minutes of Q&A with the selection committee members.

The NDOR will make every effort to post the short-listed consultants and the interview schedule on the NDOR's website prior to the deadline identified in the Schedule of Activities.

The NDOR's selection committees will conduct interviews with the short-listed consultants on **Monday, November 2, 2015**, via telephone or video conference and will need to contact the Consultant Procurements Engineer to make any special arrangements.

Upon completion of all the interviews and Director-State Engineer approval, the selected consultants will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website by **5:00 p.m. on Friday, November 6, 2015**.

Kyle Schneweis, P.E., Director
Nebraska Department of Roads

EQUAL OPPORTUNITY EMPLOYER